



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

| Announcement Number | Job Title |
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| 25-016 | Management Analyst I - Housing Choice Voucher (HCV Department) |
| Number of Openings | Compensation (Depending on Experience, DOE) |
| One (Full-Time, 7 AM to 6 PM, Mon-Thurs) | \$61,600.45 (Step 1) - \$98,477.39 (Step 20) annually <i>The typical starting range for this position is between \$61,600.45 and \$67,995.20 DOE.</i> |

| Opening Date | Closing Date |
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| April 9, 2025 <i>Applications are reviewed on a rolling basis.</i> | April 23, 2025 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i> |
| To Apply and Required Documents | Conditions of Employment |
| <p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Only complete applications will be considered.</p> <p><small>*Applicants who meet minimum qualifications are not guaranteed an interview.</small></p> | <p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i> ▪ Pass a workplace drug test within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record |

***As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.**

| Employee Benefits |
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| <p>Pay is only part of your generous compensation package for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, according to the Public Service Loan Forgiveness (PSLF) program.</p> |

| Overview |
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| <p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Management Analyst I-Housing Choice voucher (HCV) to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public and affordable housing programs. Our team comprises 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p> |

| Position Summary |
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| <p>The Management Analyst I-Housing Choice Voucher (HCV) performs various project, administrative and analytical duties for the Housing Choice Voucher (HCV) department. Provides information and assistance to the public regarding programs and services.</p> |

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer
 SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Provide project, program, administrative, and analytical support to the Housing Choice Voucher (HCV) department.
- Participate in the research, development, recommendation, and implementation of operational and administrative programs, policies, and procedures.
- Participate in and may oversee the data collection, compilation, coordination, and organization of budget documentation; develop budget recommendations; assist division managers in the administration of department budget; manage budgets of assigned programs.
- Conduct research and collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and services, budget analysis, and feasibility analysis; prepare comprehensive technical, statistical, and analytical reports and records that present and interpret data and identify alternative solutions or proposals; make and justify recommendations.
- Creates and delivers presentations to public and private partners and community members.
- Serve as a liaison with public and private organizations and community groups.
- Respond to questions and complaints from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.
- Assists in the preparation of ordinances and other supporting program documents; monitors program grants and related proposals; monitors compliance with applicable contractual agreements.
- Accurately input and track data and meet deadlines for compliance and completion of projects.
- Maintain calendars of department activities, meetings, and various events; coordinate activities with other SNRHA departments, the public, and outside agencies/partners; attend meetings as a representative of the assigned department.
- Maintain confidentiality regarding information obtained through the position.

*This position is **NOT** eligible for participation in the collective bargaining unit (SEIU), representing certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

- Bachelor's degree with coursework in business management, public administration, or a related field.
- Experience in a public agency is desirable.
- Applicable work experience can be substituted for education on a year-for-year basis.
- Valid Nevada State-issued Driver's license and satisfactory driving record.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Preferred Qualifications

Preferred qualifications are desired above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Previous public agency experience.

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Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

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Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

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